

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel**

District Personnel Manual Issuance System

This instruction should be filed
behind the divider for Part III
of DPM Chapter(s) **14**

DPM Instruction No. 14-6

SUBJECT: Clarification of Eligibility Procedures for the
Performance Evaluation System Outlined in DPM
Chapter 14, Part II

Date: March 19, 2003

1. Purpose

The purpose of this bulletin is to clarify the procedures outlined in Part II of the District Personnel Manual (DPM) Chapter 14, Performance Evaluation System (PES), on employee eligibility for a rating as related to employee status during the rating period.

2. Employee Eligibility

The Performance Evaluation System covers:

- a. Non-supervisory and non-managerial non-unionized employees in the Career Service;
- b. Unionized employees in the Career Service; and
- c. Employees covered under D.C. Official Code §1-609.04, Special Appointments, including:
 - 1) Positions established under special employment programs of a transitional nature designed to provide training or job opportunities;
 - 2) Positions established to employ professional, scientific, or technical experts or consultants;
 - 3) Positions established under cooperative educational and study programs; and
 - 4) Positions established under federal grant-funded programs having a limited or indefinite duration.

Note: The Performance Evaluation System covers all employees *not covered* under the new Performance Management Program (PMP), with the exception of the Executive Service.

3. Rating Period and Employee Eligibility

- a. Employees are to be rated for the period, which begins on April 1 of each year and ends on March 31 of the following year.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit (202) 727-1665

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

O.P. Form 278 (4/91)

- b. In order to receive a performance rating, an employee must have served a minimum of three (3) months in the position prior to the end of the rating period (March 31).

- c. Reassignment

An employee who has been reassigned to a position in which the essential job functions are similar to those of the position reassigned from within the last 90 days of the rating period, is to be rated at the end of the rating period. The performance rating is to be prepared by the employee's supervisor for the position from which reassigned (for information on determining similarity of positions, please contact the personnel office at the Reeves Center at (202) 671-1819 or the personnel office at Judiciary Square at (202) at 442-9700.

An employee who has been reassigned to a position with **different** duties and responsibilities, promoted, or demoted, within the last 90 days of the rating period, is to be rated at the end of the rating period. The rating is to be prepared by the employee's supervisor for the position from which reassigned, promoted, or demoted.

- d. Reinstatement

An employee who was reinstated during the last 90 days of the rating period is to be rated at the end of the *next* rating period. If the employee has been reinstated for at least 90 days, then he/she may be rated at the end of the rating period.

- e. Restoration to Duty

An employee who is restored to duty in an agency under the personnel authority of the Mayor is to be rated at the end of the rating period if he/she has been in the position for at least ninety days prior to the end of the rating period.

- f. Transfer

An employee who transfers to an agency under the personnel authority of the Mayor from an independent personnel authority, during the last ninety days of the rating period is to be rated at the end of the next rating period. If the employee has transferred to the position for at least 90 days prior to the end of the rating period, then he/she may be rated at the end of the rating period by the current supervisor.

- g. Detail

An employee who has been on a detail or special assignment for more than 90 days prior to the end of the rating period is to be rated by the current supervisor, with input from the former supervisor.

If the employee has been in the detailed or special assignment for less than 90 days prior to the end of the rating period, the former supervisor is to prepare the rating, with input from the current supervisor.

h. New/Probationary Appointments

A newly appointed probationary employee must successfully complete the 1-year probationary period. An employee who is newly appointed during the last 90 days of the rating period is to be rated at the end of the next rating period. An employee who has successfully completed his or her probationary period and has been in the position as a permanent employee for at least 90 days is eligible for an annual evaluation at the end of the rating period.

The D.C. Standard Form 12A is to be used to “evaluate” probationary employees upon the completion of the 3rd, 6th, and 9th month of probationary service.

i. Change of Supervisor During the Rating Period

Supervisors who leave their positions within 6 months prior to the end of the official rating period are to conduct an exit rating of their subordinate(s). The “Exit Rating” should be fully completed on the P.O. Form 12, marked “Unscheduled,” signed by the employee and supervisor only, and forwarded to the agency HR Advisor. The official rating is to be completed by the new supervisor, using the unscheduled evaluation for input.

When a change of supervisors occurs during the last 90 days of the rating period and the former supervisor did not prepare an “exit rating” but is still available, that supervisor is to complete an “Advisory Rating.” The rating is to be marked “Advisory,” signed only by the former supervisor, and forwarded to the current supervisor for reference when preparing the subordinate(s)’ current rating.

If there is no “Exit Rating” and the former supervisor is not available to conduct an “Advisory Rating,” the current supervisor is to confer with the second level supervisor or other management officials, as appropriate, in rating the employee.

4. **Postponement**

The performance rating may be delayed in instances where the employee was not provided with a Letter of Warning for unsatisfactory performance 90 days prior to the end of the rating period. A Letter of Warning with information on the postponement of rating, a completed unofficial rating form (P.O. Form 12) and specific information addressing the following must be given to the employee:

- a. How the employee has failed to perform satisfactorily
- b. What the employee can do to improve performance to a satisfactory level
- c. What efforts the supervisor will make to assist the employee

The above postponement information must be given to the employee no later than the close of business on the last day of the rating period (March 31).

5. Exception

If a supervisor does not rate an eligible employee's performance during the rating period in the instances described in Paragraph 3c through 3i, it will be assumed that the employee's current performance rating is "Satisfactory." See DPM Chapter 14, Part II, Subpart 1, section 1.10(7).

6. Contact

For more information, please contact the Performance Management Unit in DCOP at (202) 727-1665.

Judy D. Banks
Interim Director of Personnel